



AMENDMENT NUMBER 0002

to

ONR BROAD AGENCY ANNOUNCEMENT (BAA) 06-026

entitled

"Disruptive Technologies for Direct Digital Manufacturing"

The purposes of this Amendment are to revise the Grants.gov language, the Cost Proposal/Budget information, and to extend the schedule.

1. Section IV entitled "Application and Submission Process" as stated in Amendment 0001 is hereby deleted in its entirety and replaced with the following language:

IV. APPLICATION AND SUBMISSION PROCESS

1. Application and Submission Process:

Application Process: Proposals for evaluation must be submitted in accordance with the requirements specified in paragraphs 2 through 5 below. Failure to follow these requirements could result in the proposal not being considered for award.

Where to Submit: Proposals may be submitted to ONR through Grants.gov or they may be submitted by hard copy.

Registration Requirements for Grants.gov: There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See www.grants.gov/GetStarted to begin this process. Use the Grants.gov Organization Registration Checklist at www.grants.gov/assets/OrganizationRegCheck.doc to guide you through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in the CCR registration process. Applicants, who are not registered with CCR and Grants.gov, should allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible.

Questions: Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov.

VERY IMPORTANT – Download PureEdge Viewer: In order to download the application package, you will need to install PureEdge Viewer. This small, free program will allow you to access, complete, and submit applications electronically and securely.

For a free version of the software, visit the following web site:
www.grants.gov/DownloadViewer.

2. Content and Format of Full Proposals

The full proposals submitted under this BAA are expected to address unclassified basic research. The full proposal submissions will be protected from unauthorized disclosure in accordance with FAR 15.207, applicable law, and DoD regulations. Proposers are expected to appropriately mark each page of their submission that contains proprietary information. Grants awarded under this announcement will be unclassified.

Grants.gov Proposal Submission: Contents and Format of Applications

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants", and then select "Download Application Package." Enter the CFDA for the respective agency to which you are directing the application (ONR – 12.300) and the funding opportunity number (BAA 06-XXX), designated as "research opportunity number" on page two of this announcement. NOTE: You will not be able to download the Application Package unless you have installed PureEdge Viewer (See <http://www.grants.gov/DownloadViewer>).

SF424 (R&R) – Complete all the required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the "Help Mode" (icon with the pointer and question mark at the top of the form). Mark Field #1 as "Full Proposal Application" and attach the full proposal file at Field #20. Full proposal format should be as follows:

- Paper Size - 8.5 x 11 inch paper
- Margins - 1 inch
- Spacing - single
- Font - Times New Roman, 12 point
- Number of Pages - no more than four (20) single-sided pages (excluding cover letter, cover, and curriculum vitae). White papers exceeding the page limit may not be evaluated.

The full proposal content should be as follows:

- A one page cover letter (optional)
- A cover page, labeled "FULL PROPOSAL," that includes the BAA number, proposed title, and proposer's technical point of contact, with telephone number, facsimile number, e-mail address, topic number, and topic title
- Identification of the research and issues
- Proposed technical approaches
- Potential impact on DoD capabilities
- Potential team and management plan
- Summary of estimated costs
- Curriculum vitae of key investigators

The proposal should provide sufficient information on the research being proposed (e.g. hypothesis, theories, concepts, approaches, data measurements and analysis, etc.) to allow for an assessment by a technical expert.

Content and Form of Full Proposals:

Volume 1: Technical Proposal

- ♦ **Cover Page:** This should include the words “Technical Proposal” and the following

- (1) Broad Agency Announcement (BAA) Number
- (2) Title of Proposal
- (3) Identity of prime Offeror and complete list of subcontractors, if applicable
- (4) Administrative/business contact (name, address, phone/fax, e-mail address) and
- (5) Duration of effort

- **Table of Contents**

- **Statement of Work:** A Statement of Work (SOW) should clearly detail the scope and objectives of the effort and the specific research to be performed under the grant if the proposal is selected for funding. It is anticipated that the proposed SOW will be incorporated as an attachment to any resultant award instrument. To this end, this project narrative must include a severable self-understanding SOW, without any proprietary restrictions, which can be attached to a grant award.

- **Technical Approach:** Describe in detail the basic science and/or engineering research to be undertaken. State the objective and approach, including how data will be analyzed and interpreted. Discuss the relationship of the proposed research to the state-of-the-art knowledge in the field and to related efforts in programs elsewhere. Include appropriate literature citations/references. Discuss the nature of expected results. Discuss potential applications to defense missions and requirements. Describe plans for the research training of students. Include the number of full time equivalent graduate students and undergraduates, if any, to be supported each year. Discuss the involvement of other students, if any.

- **Project Schedule, Milestones and Deliverables:** A summary of the schedule of events, milestones, and a detailed description of the results and products to be delivered.

- **Assertion of Data Rights:** A summary of any proprietary rights to pre-existing results, prototypes, or systems supporting and/or necessary for the use of the research, results, and/or prototype. Any data rights asserted in other parts of the proposal that would impact the rights in this section must be cross-referenced. If there are proprietary rights, the proposer must explain how these affect its ability to deliver research data, subsystems and toolkits for integration. Additionally, proposers must explain how the program goals are achievable in light of these proprietary limitations. If there are no claims of proprietary rights in pre-existing data, this section shall consist of a statement to that effect.

- **Management Approach:** A discussion of the overall approach to the management of this effort, including brief discussions of: required facilities; relationships with any subawardees and with other organizations; availability of personnel; and planning, scheduling and control procedures.

- (a) Describe the facilities available for the accomplishment of the proposed research and related education objectives. Describe any capital equipment planned for acquisition under this program and its application to the proposed research. If possible, budget for capital equipment should be allocated to the first budget period of the grant. Include a description of

any government furnished equipment/hardware/software/information, by version and/or configuration that are required for the proposed effort.

- (b) Describe in detail proposed subawards to other eligible universities or relevant collaborations (planned or in place) with government organizations, industry, or other appropriate institutions. Particularly describe how collaborations are expected to facilitate the transition of research results to applications. Descriptions of industrial collaborations should explain how the proposed research will impact the company's research and/or product development activities. If subawards to other universities are proposed, make clear the division of research activities, to be supported by detailed budgets for the proposed subawards.
- (c) Designate one individual as the Principal Investigator for the award, for the purpose of technical responsibility and to serve as the primary point-of-contact. Briefly summarize the qualifications of the Principal Investigator and other key investigators to conduct the proposed research.
- (d) List the amount of funding and describe the research activities of the Principal Investigator and co-investigators in on-going and pending research projects, whether or not acting as Principal Investigator in these other projects, the time charged to each of these projects, and their relationship to the proposed effort.
- (e) Describe plans to manage the interactions among members of the proposed research team.
- (f) Identify other parties to whom the proposal has been, or will be sent, including agency contact information.
 - List of References: List publications cited in above sections.
 - Letters of Support: Up to 3 Letters of Support from various DoD agencies may be included.
 - Curriculum Vitae: Include curriculum vitae of the Principal Investigator and key co-investigators.

Volume 2: Cost Proposal

The cost proposal shall consist of a cover page, the budget, and budget justification,

- ♦ **Cover Page**: The words "Cost Proposal" should appear on the cover page in addition to the following information
 - (1) Broad Agency Announcement (BAA) Number
 - (2) Title of Proposal
 - (3) Identity of prime Offeror and complete list of subcontractors, if applicable
 - (4) Administrative/business contact (name, address, phone/fax, e-mail address) and
 - (5) Duration of effort

- ♦ **Budget:** Detailed breakdown of all costs by cost category by year.

The budget should provide detailed breakdown of all costs, by cost category, by Year; e.g. Year 1, Year 2, and Year 3. For budget purposes, use an estimated award start date of 27 November 2006.

Annual budget should be driven by program requirements. Elements of the budget should include:

1. Direct Labor - Individual labor category or person, with associated labor hours and unburdened direct labor rates.
2. Indirect Costs - Fringe benefits, overhead, G&A, COM, etc. (must show base amount and rate).
3. Travel - Number of trips, destination, duration, etc.
4. Subcontract - A cost proposal as detailed as the proposer's cost proposal will be required to be submitted by the subcontractor.
5. Consultant - Provide consultant agreement or other document that verifies the proposed loaded daily/hourly rate. Include a description of the nature of and the need for any consultant's participation. Strong justification must be provided, and consultants are to be used only under exceptional circumstances where no equivalent expertise can be found at a participating university.
6. Materials - Specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Include a brief description of the proposer's procurement method to be used (competition, engineering estimate, market survey, etc.).
7. Other Directs Costs - Particularly any proposed items of equipment or facilities.
8. Equipment and facilities generally must be furnished by the contractor/recipient (justifications must be provided when Government funding for such items is sought). Include a brief description of the proposer's procurement method to be used (competition, engineering estimate, market survey, etc.).

- ♦ **Budget Justification**

Provide the required supporting information for the cost elements as shown above and listed as follows: indirect cost, travel, consultant, materials, and other direct costs. Provide any other information you wish to submit to justify your budget request.

SF-LLL Disclosure of Lobbying Activities Form

If applicable, complete SF- LLL.

Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative

agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

Hard Copy Full Proposal Submission: Content and Format of Applications

If submitting by hard copy instead of electronically through Grants.gov, please complete the Grants.gov form as described, print it out, and mail to the address provided in Section IV.5. Hard copy submission of white papers should be stapled in the upper left hand corner; plastic covers or binders should not be used. Separate attachments, such as individual brochures or reprints, may not be accepted.

Copies – one (1) original and two (2) copies.

3. Significant Dates and Times

Updated Anticipated Schedule of Events		
Event	Date (MM/DD/YEAR)	Time (Local Eastern Time)
Full Proposals Due Date	10/06/2006	3:00 PM
Notification of Selection for Award *	10/27/2006	N/A
Grant Awards *	11/27/2006	N/A

* These dates are estimates as of the date of this announcement.

Proposal Receipt Notices

After a proposal is submitted through Grants.gov, the Authorized Organization Representative (AOR) will receive a series of three e-mails. It is extremely important that the AOR watch for and save each of the e-mails. You will know that your proposal has reached ONR, ARO or AFOSR when the AOR receives e-mail Number 3. You will need the Submission Receipt Number (e-mail Number 1) to track a submission. The three e-mails are:

Number 1 – The applicant will receive a confirmation page upon completing the submission to Grants.gov. This confirmation page is a record of the time and date stamp for the submission.

Number 2 – The applicant will receive an e-mail indicating that the proposal has been validated by Grants.gov within a few hours of submission. (This means that all of the required fields have been completed.)

Number 3 – The third notice is an acknowledgment of receipt in e-mail form from the designated agency within ten days from the proposal due date. For white papers the e-mail is sent to the Principal Investigator and for proposals the e-mail is sent to the authorized representative for the institution. The e-mail for white papers notes that the white paper has been received and the e-mail for proposals notes that the proposal has been received and provides the assigned tracking number. Hard copy submissions will receive only e-mail number 3.

4. Submission of Late Proposals

Any proposal submitted through Grants.gov where the time and date for submission (e-mail Number #1) is after the deadline for proposal submission in Section IV.3, will be late and will not be evaluated unless the Grants.gov website was not operational on the due date and was unable to receive the proposal submission. If this occurs, the time specified for the receipt of proposals through Grants.gov will be extended to the same time of the day specified in this BAA on the first workday on which the Grants.gov website is operational.

For hard copy submission, any proposal, modification, or revision, that is received at the designated DoD agency after the exact time specified for receipt of proposals is "late" and will not be considered unless it is received before the award is made, the contracting officer determines that accepting the late proposal would not unduly delay the acquisition, and:

- (a) the proposal was sent, to the address specified for the designated agency, by U.S. Postal Service Express Mail three or more business days prior to the date specified for the receipt of proposals (the term "business days" excludes weekends and U.S. Federal holidays); or
- (b) there is acceptable evidence to establish that it was received at the DoD agency designated for receipt of proposals and was under the Government's control prior to the time set for receipt of proposals; or
- (c) it was the only proposal received.

However, a late modification of an otherwise timely and successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted. This applied to hard copy and Grants.gov submissions.

Acceptable evidence to establish the time of receipt at the DoD agency includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the Government office designated for receipt of proposals by the exact time specified in the announcement, and urgent Government requirements preclude amendment of the announcement closing date, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the announcement on the first work day on which normal Government processes resume.

Note that proposals delivered by commercial carriers are considered "hand carried" and that no exception can be made to allow such proposals to be considered if for any reason they are received after the deadline. Proposers are advised that some proposals responding to past announcements that were sent via commercial carriers were delayed during shipment and arrived after the deadlines, typically by one or two days. To decrease the probability that proposals delivered by commercial carriers will arrive after the deadline and thus be ineligible to compete, proposers are urged to schedule delivery to occur several days before the deadline.

5. Address for the Submission of Hardcopy Proposals

If submitting hard copies instead of electronically through Grants.gov, send to the address below:

Address for Submission by USPS	Address for Submission by Courier
Office of Naval Research One Liberty Center Attn: Dr. Khershed Cooper or Dr. Judith Froscher ONR Code 03R 875 North Randolph Street , Suite 1425 * Arlington, VA 22203-1995 Telephone: 202-767-0181 / 703-696-4304	Office of Naval Research One Liberty Center Attn: Dr. Khershed Cooper or Dr. Judith Froscher ONR Code 03R 875 North Randolph Street , Room 1110 ** Arlington, VA 22203-1995 Telephone: 202-767-0181 / 703-696-4304

*Notes * and ***

1: This is the Official address for ONR. Overnight Courier deliveries should not be made to this Suite number. If the Offeror choses to use the United States Parcel Service (USPS), it needs to use the Official address. Offerors should be aware that they need to allow up to an extra five (5) business days because USPS mail is sent to a central location for special processing before it is delivered to ONR.

*2: Proposals delivered in person, via courier, or by commerical carriers (e.g., FED-EX) should be sent to the room number identified by ***

**** Proposals sent by fax or email will NOT be considered. ****

2. All other requirements of this BAA remain unchanged.